

The City of Eudora is consolidating our multiple email systems into one. Your new City of Eudora email will be first initial last name @cityofeudoraks.gov (for example: John Doe, jdoe@cityofeudoraks.gov). Your initial password is: Password1

Webmail can be accessed at <http://webmail.cityofeudoraks.gov>.

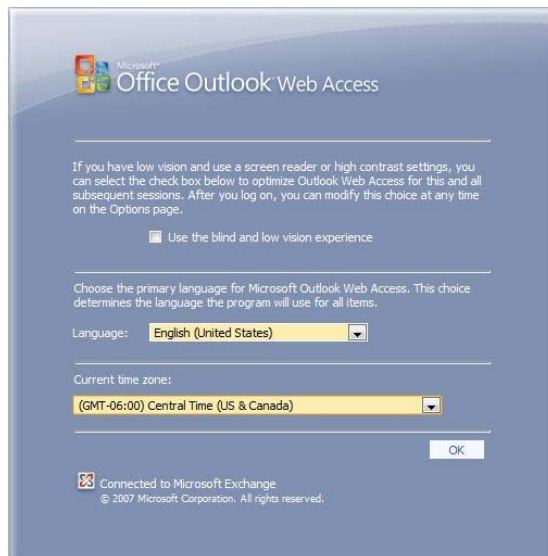
Steps for initial email login.

1. Go to <http://webmail.cityofeudoraks.gov>



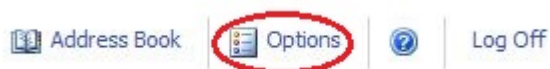
The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft Outlook Web App". Below that, there is a "Security" section with a link to "show explanation". There are two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox for "Use the light version of Outlook Web App". Below the security options, there are two input fields: "Domain\user name:" with the text "tuser@cityofeudoraks.gov" and "Password:" with a masked password "*****". A "Sign in" button is located to the right of the password field. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

2. Change time zone to GMT-06:00 Central Time US & Canada



The screenshot shows the Microsoft Office Outlook Web Access options page. At the top, it says "Microsoft Office Outlook Web Access". Below that, there is a paragraph of text: "If you have low vision and use a screen reader or high contrast settings, you can select the check box below to optimize Outlook Web Access for this and all subsequent sessions. After you log on, you can modify this choice at any time on the Options page." There is a checkbox for "Use the blind and low vision experience". Below that, there is a section for "Choose the primary language for Microsoft Outlook Web Access. This choice determines the language the program will use for all items." There is a "Language:" dropdown menu with "English (United States)" selected. Below that, there is a "Current time zone:" dropdown menu with "(GMT-06:00) Central Time (US & Canada)" selected. An "OK" button is located to the right of the time zone dropdown. At the bottom, it says "Connected to Microsoft Exchange" and "© 2007 Microsoft Corporation. All rights reserved."

3. Click the Options button in the upper right corner of the window to change your password



4. Click the Change Password button on the left side of the window



5. Enter your old password: Password1

Create a new password, passwords must be alphanumeric, one character capitalized, minimum of eight characters.



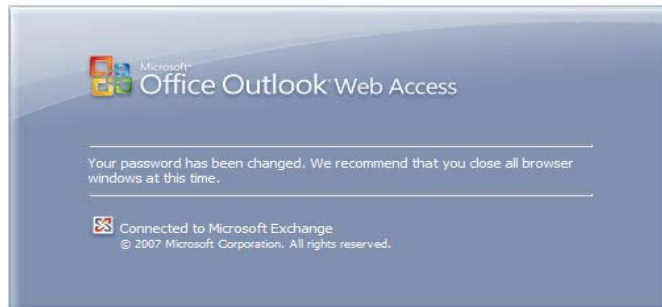
Enter your existing password, type a new password, and then type it again to confirm it.

After saving, you may need to re-enter your credentials and log on again. You will be prompted by Outlook Web Access after your password has been changed successfully.

Domain\user name:	EXCHPROD\00477522
Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>

Click save after you've entered the Old Password, New Password, and Confirmed New Password.

6. After you've received confirmation of password change, close your browser.



7. Your password has now been changed. If you have any issues, feel you're not receiving email, or would like to have your email forwarded to a different address, please do not hesitate to contact me at aevars@cityofeudoraks.gov or 785-760-7129.